



Job Description

Position Title:	Logistics Officer (Travel & Fleet)
Reports to:	Administration Supervisor
Supervises:	Driver
Division :	Church World Service – Africa
Department:	Administration
Team:	Rwanda
Job Location:	Kigali, Rwanda
Grade Level:	Job Grade 5, National

Introduction:

Church World Service (CWS) is a not-for-profit, faith-based organization transforming communities around the globe through just and sustainable solutions to hunger, poverty, displacement and disaster. CWS does not discriminate on the basis of race, color, religion, sex, national origin, gender identity, genetic information, age, disability or veteran status in employment or in the provision of services.

Primary Purpose:

Logistics Officer (Travel & Fleet) will be primarily responsible for the coordination and follow-up of logistics for all CWS travel, as well as preparing travel itineraries of official CWS staff travel in accordance with the CWS standard operating procedures within Sub Sahara Africa and Internationally.

Key Relationships

Internal to CWS

- Finance and Administration Manager
- Administrative Supervisor
- Other team members in the Finance & Administration and Program departments.

External

- Vendors
- Customers
- Any other Partners in relation to his/her capabilities

Working Environment

- Office work environment.
- Periodic travel to the field as may be required.

Core Job Responsibilities:

Administration (35%)

- Request for domestic and international flight schedules, itineraries, bookings, and tickets from local travel agents for efficient and cost-effective travel.
- Work with Programs Management and other travelers to plan and execute all confirmed travel.
- Work with relevant embassies to obtain visas for staff travel, makes hotel reservations when required, coordinates ground transportation and other travel arrangements for CWS staff and visitors.
- Work directly with Logistics officers in other country offices on required logistics work.
- Conduct site assessments in processing locations when required.
- Work closely with Procurement and Finance to ensure vendor payments are processed as per policy.
- Participate in annual travel budget costing and preparation.
- Monitor travel budget in the assigned locations and reports any additional costs.
- Monitor time and attendance records for the staff under their supervision.
- Ensure direct reports are accessing and using their benefits appropriately including leave.

Representation (25%)

- Use ERP system to raise requisitions, review payments and reconcile vendors.
- Conduct vendor reconciliations on a quarterly basis.
- Regularly review travel expenses while renegotiating with vendors for competitive rates.
- Regularly review all issues raised in the issue logs after travel is complete, makes follow up with the vendors and updates the log with feedback.

Data Management (20%)

- Prepare travel authorizations for all travelling staff.
- Maintain updated shared logistics resources.
- Manage the RSC Africa motor pool and advises on motor vehicle needs such as disposal or new purchases.
- Periodic reporting on Fleet Management activities using established fleet management system.
- Coordinate fleet management functions and ensuring compliance with the relevant SOPs.
- Review CWS trip reports and communicates follow-up items to the Administration Supervisor.
- Review monthly invoices for local taxi service providers, ensures correct rates are being charged and also identifies local versus regional travel expenses.
- Maintain a tracking system for all vendor invoices across the sub offices to ensures they are captured and processed in a timely manner.
- Maintain supply chain inventory and records.
- Maintain updated travel costs for all regions.

Compliance (15%)

- Develop and implement safety guidelines in all aspects for supply chain and logistics.
- Ensure supply chain and logistical processes meet legal requirement and standards.

Additional Responsibilities (5%)

- Any other duties as may be assigned.
- Perform other duties that may be assigned to ensure the logistical support of operations related to official travel and other program objectives.

Qualifications:**Experience:**

- A minimum of four (4) years of paid relevant work experience is required.
- Supervisory experience is preferred.
- Administrative experience is preferred.
- Knowledge in Amadeus booking tool is preferred.
- Fleet management and vehicle maintenance experience preferred.
- Experience working with INGOs is preferred.

Skills:

- Demonstrated written and verbal English skills.
- Demonstrated computer skills, especially Microsoft Excel.
- Demonstrated organizational and time management skills.
- Demonstrated strong communication skills.
- Demonstrated interpersonal relations.
- Demonstrated ability to manage heavy workload.

Education & Certifications:

- Bachelor's Degree in the field of Business Administration or Public Administration.

Abilities:

- Maintain the integrity of confidential financial and personnel information; communicate effectively both verbally and in writing.
- Follow instructions from the Supervisor with a positive and receptive attitude.

- Deal effectively and courteously with a large number of associates, outside agencies, applicants and members of the general public.
- Conduct oneself in a professional and courteous manner to represent the best interests of RSC Africa and CWS.
- Maintain a high performance standard with attention to detail.
- Carry out all of the duties of the position efficiently and effectively with minimal supervision; take initiative.
- Maintain strict confidentiality with RSC Africa administrative and operational information; manage a large and diverse workload under pressure with competing priorities.
- Work well as a team in a multi-cultural environment while maintaining a high level of motivation; effectively manage RSC Africa's resources.
- Actively participate in the implementation of the U.S. Government Operational Refugee Processing Program in Africa.

Important Requirements:

- Strong English communication skills, both written and oral.
- Ability to work in a multi-cultural environment required.
- Commitment to diversity, equity, and inclusion and willingness to support [CWS' Platform on Racial Justice](#) as a CWS employee required

Special Requirements:

- COVID Vaccination is required for all successful candidates.
- The candidate should be of good health, willing and able to travel extensively in often difficult conditions, and have a high degree of flexibility. Must have proof of Yellow Fever vaccination before traveling for RSC Africa
- This position is based in Kigali, Rwanda
- This position requires the use of laptops at all time, competence in Microsoft office packages is required.
- This position may require travel in sub-Saharan Africa on short notice and under sometimes difficult conditions to meet the demands of a dynamic operational program.
- **Background check which includes references, and an educational and criminal check is required before the start of employment.**
- A valid passport and the ability to maintain a valid passport throughout the entire appointment is required, which includes having enough passport pages for travel.
- **Environmental:** Incumbents in this position will be exposed to excessive noise, marked changes in temperature and/or humidity, dust and infectious diseases, harsh weather climates, long work hours, bumpy roads, extended travel, excessive sun exposure, and non-ventilated spaces.
- Full Time
- All employees should be prepared to work from the CWS office within their location of hire. Remote work arrangements may vary depending on location and the governing rulings regarding the COVID-19 pandemic.

Please Note – CWS recruitment is free of charge.

Church World Service (CWS) does not charge fees of any kind during the recruitment process (Submission of application, interviews, assessments, trainings, etc.). Any solicitation of funds should be reported to Fraud@CWSAfrica.org.

HOW TO APPLY

Send your applications to: <https://local-careers-cwsglobal.icims.com/>

DEADLINE

30 April 2024, 1:00 PM